

LANCASTER COUNTY
ASSISTANT COUNTY VETERANS SERVICE OFFICER

NATURE OF WORK

This is responsible administrative work assisting in the supervision and coordination of the services and programs of the Veterans Service Center. This is an unclassified position.

Work involves coordination of multiple services and benefits available to veterans at Federal, State and County levels. Work includes overseeing veteran requests for assistance, determining eligibility for financial assistance, counseling veterans on available services and programs. Work is performed under the general policy direction of the State Department of Veterans Affairs, the County Veterans Service Committee and the County Board. Supervision is received from the County Veterans Service Officer with work being reviewed in the form of reports, conferences and the effectiveness of results achieved. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Facilitate veterans requests for financial benefits and support services; determine veteran eligibility and coordinate multiple services and benefits available to veterans at federal, state and county levels; assist veterans in completing applications and meeting eligibility requirements.

Assist in administering the County Veterans Aid Fund; act as liaison between veterans and providers as needed.

Visit veterans, widows and orphans in care facilities, hospitals and private homes as directed.

Attend meetings of veterans' organizations and the Nebraska County Veterans' Service Officers Association.

Prepare and transmit required forms and letters; maintain case files; provide on-call services to veterans as assigned; assist with routine filing and data input as needed.

Assist in the preparation and administration of the departmental budget.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of laws and regulations applicable to veterans' services and benefits.

Knowledge of support services in the community and services provided by such agencies.

Knowledge of the principles, practices and methods of interviewing.

Some knowledge of common wordprocessing and computer database software applications.

Some knowledge of basic budgeting principles and practices.

Ability to interpret laws and regulations applicable to veterans' benefits.

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Ability to establish and maintain effective working relationships with veterans organizations, veterans and their families, co-workers and community agency representatives.

Ability to communicate effectively both orally and in writing.

Ability to perform routine clerical tasks.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus experience in working in the field of veterans' services or benefits.

MINIMUM QUALIFICATION

Graduation from a senior high school or equivalent and some experience in working in the field of veterans' services or benefits or any combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

* Must be honorably discharged veteran who served on active duty in the armed forces of the United States during World War I, World War II, the Korean War, Vietnam War, Lebanon, Granada, Panama or the Persian Gulf War (dates as provided by Nebraska State Statute). DD Form 214 required.

* Must have been a bonafide resident of the State of Nebraska continuously for at least the past five years immediately prior to assuming the position.

* As per the qualifications set forth in State laws 80-401.01 and 80-410.

Approved by: _____
Department Head

Personnel Director

Revised 4/96

PS9773